

4 August 1954.

OFFICE OF PERSONNEL MEMORANDUM NO. 40-130-2

SUBJECT: Unofficial Telephone Calls

1. Agency telephone service is maintained at considerable expense in order to facilitate the transaction of official business. This expense includes a stated charge for each outgoing call made by dialing 9 on an Agency telephone. The Director has noted the large number of such calls being made and has requested that there be a careful program of indoctrination stressing the fact that outside calls on Agency telephones are to be made on official business only.

STATINTL

2. Public telephones for use in making unofficial or personal calls are located on the first floor of Curie Hall.

George E. Meloon  
Deputy Assistant Director  
for Personnel